

# Retention and Classification Report

**Agency:** Mapleton (Utah) (621)

Mapleton City  
125 W Community Center Way (400 N)  
Mapleton, UT 84664  
801-489-5655

**Records Officer** Camille Brown

00009 Council minutes

**AGENCY:** Mapleton (Utah)

**SERIES:** 9

3

**TITLE:** Council minutes

**DATES:** i 1912-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Proceedings of the city council.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.